



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	ASSISTANT PARLIAMENTARIAN
DEPARTMENT:	Parliamentarian
SUMMARY:	See Attached Position Classification
OFFICE HOURS:	Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.
SALARY RANGE:	\$78,663 - \$147,253
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	June 3, 2010
DEADLINE FOR APPLICATIONS:	June 24, 2010 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Code:

ASSISTANT PARLIAMENTARIAN

Department: Parliamentarian

Reports to: Senate Parliamentarian

NATURE OF WORK

The office of the Parliamentarian is a non-partisan office under the Secretary of the Senate whose chief duty is to advise the Presiding Officer of the Senate on all aspects of Senate procedure and practice. The office serves as an advisor to all Senators and their personal and committee staffs. Additionally, the office is frequently called on to respond to inquiries from the House of Representatives, other branches of government, the press, and the general public on various aspects of Senate procedure. This is professional, legislative work using sources such as, but not limited to, the Standing Rules of the Senate, Senate precedents, legislative history and federal statutes.

ESSENTIAL FUNCTIONS

Monitors all activity on the Senate floor. When in the Senate Chamber, advises the Presiding Officer on procedural aspects of the Senate's daily workings using the Senate's rules, precedents, the Constitution, and federal law.

Researches and analyzes precedents and legal issues to refer all measures introduced in the Senate and all measures received from the House of Representatives, as well as communications from the President and other Executive Branch offices to the appropriate Senate committee.

Mediates disputes between and among Senate committees on competing jurisdictional claims.

Meets with Senators and staff to discuss parliamentary matters; analyzes written and oral arguments presented on various issues and performs research to resolve inquiries by and disputes between Senators, staff and committees.

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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Code:

Work is performed in an office environment and on the floor of the Senate Chamber and involves everyday risks or discomforts which require normal safety precautions when performing the work. Work is essentially sedentary with frequent use of the computer and occasional walking, standing, bending and safely carrying items equal to or less than 25 pounds. This position is tied to the Senate floor schedule and requires working extended and/or unpredictable hours as dictated by the Senate.

MINIMUM QUALIFICATIONS

Work requires a Juris Doctor degree from an ABA accredited law school, with one to three years of legal or comparable applicable experience preferred; providing the applicant with the following knowledge, skills and abilities:

Knowledge of or interest in the legislative process, parliamentary procedures, and/or congressional terminology.

Ability to appropriately handle confidential matters and information in an un-biased, non-partisan manner is critical.

Ability to interact with high-level Senate and government officials using tact and diplomacy.

Ability to quickly and accurately recognize Senators by sight and voice.

Ability to perform progressively more complex duties and to learn the specific work of the position.

Ability to use computer and relevant computer software packages.

Strong writing, verbal and legal analytical skills required.

Ability to perform legislative and legal research.

Ability to work extended and/or unpredictable hours as the Senate schedule dictates.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

License to practice law preferred, but not required. If licensed to practice law in a state or territory of the United States or the District of Columbia, an applicant must be a member in good standing.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.